

ARIZONA ON-SITE WASTEWATER TREATMENT FACILITY REPORT OF INSPECTION AND NOTICE OF TRANSFER OF OWNERSHIP

A. Property Information: Property Address _____ _____ _____ _____ County _____ Tax Parcel No. _____ 9 Residential 9 Non-residential	B. Name of Current Owner/Seller/Transferor: _____ _____ _____ C. Name of Buyer/Transferee and Mailing Address: _____ _____ _____ _____
D. Type of Facility (see explanation on reverse for whether an inspection and notice of transfer is needed): 9 Conventional septic tank and disposal system approved under General Aquifer Protection Permit (GP) 4.02 9 Alternative on-site system (non-mechanical with gravity flow) approved under GP 4.03 through 4.22 9 Other alternative system approved under GP 4.03 through 4.22 9 On-site wastewater treatment facility from 3000 to less than 24,000 gallons per day approved under GP 4.23	
E. Inspector's Summary: 1. Were facility permit, construction and/or operational records available for the inspection? 9 Yes 9 No 2. Was an inspection checklist used? 9 Yes 9 No 3. Was septic tank pumped (recommended if more than 3 years have passed since last pumping)? 9 Yes 9 No, or not applicable to type of facility checked in Part D 4. Was effluent filter cleaned? 9 Yes 9 No, or not applicable to type of facility checked in Part D 5. Was any other maintenance performed? 9 No 9 Yes (describe maintenance): _____ _____ _____ _____ _____ 6. Physical and operational condition of on-site wastewater treatment facility: 9 System appears to be operating properly—no repairs were done. 9 System repaired and appears to be operating properly (describe repairs): _____ _____ _____ _____ _____	
F. Inspector's Certification: <i>I have inspected the physical and operational condition of the on-site wastewater treatment facility serving this property on the date indicated below. I have completed this inspection report to the best of my knowledge, basing Part E on observations and work performed at the time of inspection. However, this report does not imply nor guarantee any future performance of this facility in any way.</i> Inspector's Signature _____ Date of Inspector's Name (print): _____ Inspection: _____ Address: _____ Phone: _____ _____	
G. Acknowledgment of Receipt of this Inspection Report: Owner/Seller/Transferor Signature: _____ Date: _____ Buyer/Transferee Signature: _____ Date: _____	
FOR COUNTY AGENCY USE ONLY	
Date Received: _____ Received By: _____	~ Transfer of ownership fee: \$_____ received. Permit File No. _____

EXPLANATION

What kind of system is considered an on-site wastewater treatment facility? According to state law, an on-site wastewater treatment facility is any conventional septic tank system or alternative system installed at a site to treat and dispose of wastewater, predominantly of human origin, generated at that site. This includes both residential and non-residential systems. On the basis of flow, this includes any system with a daily design flow up to 24,000 gallons of wastewater per day.

A conventional system consists of a septic tank that discharges effluent to a leach field or disposal field, usually configured as a trench (or trenches) or bed. Where adverse site conditions prevent the use of a conventional system, alternative systems are used. Alternative systems employ treatment and disposal technologies that improve on the standard septic tank and disposal field. Examples include treatment systems such as aerobic units; disposal methodologies such as evapotranspiration beds, Wisconsin mounds, and drip irrigation systems; and combined treatment and disposal technologies such as textile filters and engineered pad systems.

Which on-site wastewater treatment facilities does this inspection and filing requirement apply to? This requirement applies at the time of ownership change to any on-site wastewater treatment facility approved for use on or after January 1, 2001 by the Arizona Department of Environmental Quality (ADEQ) or a delegated county agency. [Arizona Administrative Code (A.A.C.) R18-9-A301(D)(2)(c); R18-9-A304; R18-9-A316]. The requirement applies to any type of transfer of ownership, such as a property sale or grant, change of ownership of a holding company, etc. Please contact the applicable county agency listed below if you are not sure whether the inspection and transfer of ownership requirement applies in your situation.

Who may do the inspections? A.A.C. R18-9-A316(A) specifies that the inspection shall be performed by a person possessing a “working knowledge of the type of facility and the inspection process.” A list of provider categories for the inspections that ADEQ considers to meet this requirement may be obtained from the county agencies listed below or the ADEQ website, www.adeq.state.az.us. Also available at both places is an inspection checklist prepared by ADEQ and recommended for use by providers to guide the inspection work.

When must this Report of Inspection and Notice of Transfer of Ownership be filed and by whom? Within 15 days after the date of ownership change, this form must be submitted to the applicable county health or environmental agency delegated by ADEQ to administer the department’s on-site wastewater treatment facility program (A.A.C. R18-9-A304 and R18-9-A316). Delegated agency addresses are listed below. The buyer (transferee) is responsible for making sure the form is mailed to the right county agency. Submittal of this completed form and fee authorizes the buyer to continue using the on-site wastewater treatment facility at the property.

Is there a filing fee? In accordance with A.A.C. R18-9-A316(B) and R18-14-102(C)(7)(c), a transfer of ownership fee of \$50 must be submitted with this form to the applicable delegated county agency listed below:

Apache County
Environmental Health Department
75 W. Cleveland
St. Johns, AZ 85936
(928) 337-4364

Cochise County
Environmental Health Department
1415 W. Melody Lane, Bldg. A
Bisbee, AZ 85603
(520) 432-9472

Coconino County
Environmental Health Services
2500 Ft. Valley Road
Flagstaff, AZ 86001
(928) 226-2710

Gila County Environmental Health Dept.
Edward Guerrero Building
1400 E. Ash Street
Globe, AZ 85501
(928) 425-3231, Ext. 8519

Graham County
Health Department
826 W. Main
Safford, AZ 85546
(928) 428-1962

Greenlee County
Health Department
5th & Leonard Streets
Clifton, AZ 85533
(928) 865-2601, Ext. 177

LaPaz County
Health Department
1112 Joshua Street
Parker, AZ 85344
(928) 669-1100

Maricopa County
Water and Waste Division
1001 N. Central Avenue, Suite 150
Phoenix, AZ 85004
(602) 506-6666

Mohave County
Environmental Health Department
318 N. 5th Street
Kingman, AZ 86402
(928) 757-0901

Navajo County
Development Services Department
100 E. Carter Drive
Holbrook, AZ 86025
(928) 524-4120

Pima County
Dept. of Environmental Quality
130 W. Congress, 3rd Floor
Tucson, AZ 85701
(520) 740-3340

Pinal County
Environmental Health Department
31 N. Pinal Street, Bldg. F
Florence, AZ 85232
(520) 868-6864

Santa Cruz County
Health Department
2150 N. Congress Street
Nogales, AZ 85621
(520) 761-7800, Ext. 3076

Yavapai County
Environmental Services Unit
500 S. Marina
Prescott, AZ 86303
(928) 771-3151

Yuma County
Environmental Services
2703 S. Avenue B
Yuma, AZ 85364
(928) 329-2290